

CHIEF OF MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory work in the automotive maintenance division of the fire department. An employee of this class exercises supervision over Fire Department Mechanics and Assistant Chief of Maintenance, and other employees as assigned. This class encompasses a technically skilled position in the support services of fire department operations, with responsibility for planning, maintaining, and directing the mechanic group in the general repair and maintenance of fire department automotive and firefighting equipment. This position develops and maintains standard operating procedures for the Maintenance Division of the fire department. The Chief of Maintenance performs routine tasks with a high degree of independence, reporting directly to the Administrative Assistant to the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Maintenance Division of the fire department by setting management policies, goals, and objectives. Determines how the maintenance division should be organized and plans departmental operations having to do with personnel, equipment, and apparatus accordingly. Participates in developing a personnel recruitment and selection program, interviews prospective employees, and makes hiring recommendations. Participates in the research and planning for programs and activities of the department. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas.

Supervises subordinate employees by setting long term goals and task priorities for subordinates in order to identify what needs to be done to best accomplish the goals of the organization. Approves leave, evaluates work performance, and assigns work or duty areas and work schedules. Inspects the appearance of assigned equipment and personnel. Holds meeting with fire department personnel for the purpose of receiving reports and disseminating information. Assigns work spaces to provide comfort, efficiency, and safety in order to complete tasks. Assists with resolving employee complaints and grievances. Observes and evaluates the operations of the division, and takes steps to correct any problems. Provides informal on-the-job training.

Assists in the writing of specifications for new fire department equipment and preparing of specifications for public bids. Reviews products with sales representatives and evaluates specifications for products to be purchased. Gathers information in order to compile budgets. Prepares expenditure estimates for departmental operating budget. Authorizes expenditure of funds, making sure such expenditures are in accordance with the budget.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Arranges for the repair and maintenance of assigned department equipment, facilities, or operating systems by either assigning qualified department personnel or locating outside services. Inspects equipment after repairs to assure that repairs were properly accomplished. Assists in determining safety of fire apparatus for continued use after involved in an accident.

Provides for the organization and storage of department property, equipment, and supplies to allow ease of locating and retrieving materials. Distributes supplies and equipment to fire department employees and divisions in accordance with department policy. Oversees the maintenance of the inventory of supplies and equipment.

Supervises and performs required safety inspections on all department vehicles providing for the general maintenance and repairs to fuel systems, brake systems, cooling systems, drive train systems, electrical systems, lubricating systems, steering and suspension systems, gasoline and diesel engines, emission systems and all other system components and accessories of the fire apparatus. Supervises and performs inspections, maintenance, and repairs of nozzles and nozzles assemblies, closed-circuit breathing apparatus, and self-contained breathing apparatus. Repairs, inspects, and tests tools, fixtures, other portable equipment used on fire apparatus performing any need maintenance or repair making such repairs at an emergency scene when needed.

Provides for the maintenance of all departmental records. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation and maintenance of records and reports of the division by reviewing reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Maintenance immediately preceding closing date for application to the board.

BC	11-01-95
Rev	07-08-98
	11-04-04
	03-12-08
	03-21-12